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19 August 1958

MEMORANDUM FOR : Chief RQM
SUBJECT : Dissemination of TD Reports
REFERENCE : Memo From Chief DD/OCR dated 18 Aug 58
of Same Subject (Attached)

1. The reference proposes that the joint responsibility of DD/OCR and Cable Secretariat for the dissemination of TD reports be modified and that the Cable Secretariat include in its responsibility the furnishing of the reports to all addressees indicated by the originator on Form 1-K. The additional offices proposed for service direct by Cable Secretariat are: ONE, ORR, OO, ^{DD}USIA, FBI, AEC and any other non-CIA Agency indicated by the originator. This proposal is made in the interest of saving time and eliminating double handling of the reports.

2. The Cable Secretary believes that improved speed of service to the offices involved is possible by direct delivery from the Cable Secretariat and is willing to undertake the responsibility for total dissemination of TD's provided DD/P-RQM approves, and will affect certain procedural changes believed necessary to accomplish this efficiently. The changes desired would require Reports Officers to indicate on the transmittal page of the TD (Form 1K-2) a predetermined and standard DD/P dissemination; and to indicate on the report (Form 1-K) a predetermined and standard non-GIA dissemination. Reports prepared in this manner could be reproduced and issued to standard recipients without delay. Cable Secretariat TD processing steps of cross-indexing, content analysis and reference searching could be deferred and point-to-point flow time and backlog box time and typing and proofing of dissemination symbols could be entirely eliminated. These steps currently consume more than one half of our total average processing time of one to two hours and simply by deferring these functions until after delivery is made to primary recipients, would result in a corresponding increase in speed of service to all concerned. Cable Secretariat, would, of course, post review promptly all TD's for the purpose of adding offices not included in the initial standard dissemination. ^{DD/P}

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3. Attached is a summary sheet specifying the changes required in the preparation of TD reports which would enable us to accomplish the additional dissemination with greater efficiency and increased speed.

4. The Cable Secretary recommends DD/P concurrence in this proposal and requests permission to advise Chief DD/OCR of our acceptance of the proposed transfer of responsibility.

Deputy Cable Secretary

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Attachment

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TD DISSEMINATION

1. Effective _____ 1958 the Cable Secretariat will assume responsibility for the complete dissemination of TD reports to all recipient offices. To facilitate the discharge of this duty, and to permit immediate reproduction and delivery of the reports by the Cable Secretariat, originators of TD's will indicate a prescribed and standard DD/P dissemination on Form 1K-2, and will indicate a prescribed and standard non-DD/P dissemination on Form 1K.

2. The prescribed dissemination for DD/P units applicable for all TDCS reports is as follows:

25X1

CONF : (Originating Operating Division and number of copies required*)

| |
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*Number of copies as determined by originator

**RQM receives 6 copies plus additional copies as determined by originator

***Operating Divisions receive 4 copies plus additional copies as determined by the originator

****IOD receives 4 copies only when determined appropriate by originator

(NOTE: The above variants in copy requirements are already being indicated by originators and should simply be typed in the CONF/INFO boxes instead of in the TOTAL box on Form 1K-2) (See attached example Tab A).

3. The prescribed dissemination for non-CIA Agencies and for CIA overt offices, applicable to all TDCS reports, is as follows:

A. Non-CIA Agencies: (Form 1K)

TO: ACSI, AF, NAVY, JCS, OSD, STATE, NSA (These are preprinted on Form 1K.)

(1) Add by typing: USIA

(2) FBI (only when appropriate)

(3) AEC (only when appropriate)

(4) Other Agencies when known to be appropriate

B. Overt offices (Form 1-K)

(1) Add by typing as addressees: OCR, OCI, ONE, ORR, OO, OTR

(2) Add the DD/I whenever the DD/I has not received basic cable

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4. Copy requirements - The number of copies issued to each of the addressees agencies and to CIA overt offices is not indicated on Form 1K and henceforth need not be indicated on Form 1K-2. The copy requirements of each recipient as determined by survey are shown below:

ACSI - 1 copy & mat furnished to Army Staff Comm.

AF -

NAVY - furnished copies by Staff Comm.

JCS -

OSD -

STATE - D/IR 2 copies, IRC/ICD 10

NSA - 4 copies

USIA - 3 copies

FBI - 1 copy (when appropriate)

AEC - 1 copy (when appropriate)

Other non-CIA Agencies - 1 copy (when appropriate)

OCI - 16 copies

ONE - 3 copies

ORR - 8 copies

OO - 2 copies (1 - OO/C, 1 - OO/Sov Mat)

OSI - 3 copies

OCR - 5 copies

OTR - 1 copy

25X1